



South Carolina

**High School
Assessment
Program**

SPRING 2005

**DISTRICT TEST COORDINATOR'S
SUPPLEMENT**

STATE ASSESSMENT SDE-12-0001

South Carolina Department of Education
2005

HSAP SPRING 2005 SCHEDULE

Date	Activity
At least two weeks before testing	District Test Coordinator (DTC) receives materials in district office.
Within 24 hours of receipt of materials by DTC	DTC faxes Materials Receipt Acknowledgement Form to PEM.
By April 12, 2005	DTC trains all School Test Coordinators (STCs).
By April 12, 2005	STCs receive test materials for schools.
Within 24 hours of receipt of materials by STC	STCs notify DTC of any missing test materials.
Test Administration Tuesday, April 19, 2005 Wednesday, April 20, 2005 Thursday, April 21, 2005	HSAP English language arts (Session 1) HSAP English language arts (Session 2) HSAP mathematics
Make-up testing window April 22 – 29, 2005	Make-up test dates must be scheduled within this window.
By April 22, 2005	DTC returns Shipment 1, Graduation Express materials, to PEM.
By May 4, 2005	STCs account for and return materials for the second shipment to the DTC.
By May 4, 2005	DTC returns Shipment 2, scorable materials, to PEM.
By May 6, 2005	DTC returns Shipment 3, nonscorable materials, to PEM.

<u>Contact Information</u>				
Materials	PEM	Customer Support	(866) 724-4602	7:00 A.M.–6:30 P.M.
Administration	AIR	Karen Thornton	(888) 321-5088	7:30 A.M.–4:00 P.M.
Testing Policies	SDE	Nancy Whitlock	(803) 734-8289	9:00 A.M.–5:30 P.M.

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- District Security Checklist
- Additional Materials Request Form
- Comment Sheet

USING THIS SUPPLEMENT

This supplement includes only the information that District Test Coordinators (DTCs) need for the administration of the South Carolina High School Assessment Program (HSAP) tests. The *Test Administration Manual* (TAM) contains the information School Test Coordinators (STCs) and Test Administrators (TAs) will need to administer the tests to students in their schools.

Please read this supplement and the *Test Administration Manual* carefully to prepare for testing.

SCHEDULING THE TEST

Students who are absent on the scheduled testing days of April 19, 20, and 21, must make up the test during the window of April 22 through April 29. Each TA must provide their STC with a list of students who miss one or more days of testing and need to be scheduled for make-up tests.

BEFORE TESTING

Before handling materials, all DTCs should have a signed Test Security Agreement on file in the district office for the current school year. There are two versions of the security agreements. The first version is for DTCs, STCs and TAs to read and sign. The second version is for all other persons who have access to secure materials to read and sign. Please make sure each person signs the appropriate version of the security agreement.

RECEIVING TEST MATERIALS

You will receive the test materials shipment for your district and for all participating schools in your district by April 4, 2005. The district overage shipment will be packaged in a white box to make it easier for you to identify. All school shipments will be packaged in brown boxes. When you receive the materials, verify that the total number of boxes you received matches the number shown on the bill of lading. If a box is missing, contact PEM immediately at (866) 724-4602.

Record the total number of boxes you received on the Materials Receipt Acknowledgement Form and fax the form to PEM at (877) 309-2416 within 24 hours of receiving your materials. You will find this form in Box 1 of your district overage materials shipment. Each school's shipments will be boxed individually and labeled with the number of boxes shipped (e.g., Box 1 of 2, Box 2 of 2) for that school. You are not expected to open and take inventory of the school boxes. STCs will verify the contents of the shipments for their respective schools.

Verifying the District Shipment

Use your district overage to fill any requests for additional materials from your STCs. The district overage shipment (the white box) will contain the following materials:

- Test Security Agreements
- Materials Receipt Acknowledgement Form
- Additional Test Materials Request Forms
- Two District Test Coordinator's Supplements
- Test Administration Manuals
- One District Security Checklist
- School and Class Header Sheets
- Scannable test booklets in shrink-wrapped packets
- Graph paper and Reference Information sheets for mathematics
- Paper bands
- Materials for returning shipments
- Do Not Score labels
- Linking labels
- Copies of School Packing Lists. (You will receive photocopies of School Packing Lists for reference in case STCs have questions about the materials they receive.)

Use the procedures below to take inventory of the materials you receive and to assign extra materials requested by your STCs.

1. Place a check mark beside each item on the District Packing List to verify that the types and quantities of materials received match those indicated on the packing list.
2. Check to see if the security numbers listed on the packing list match the security numbers of the booklets you received. **Do not open the shrink-wrapped packages at this time.** Read the security numbers of the first and last booklets in the packages, and then count the booklet spines in each shrink-wrapped package.
3. If there is any discrepancy between the packing list and the booklets you received—if the shipment appears incomplete in any way or if a booklet is missing—call PEM immediately at (866) 724-4602. Write the security number(s) of the missing booklet(s) and an explanation of the discrepancy on the District Security Checklist. (A copy of the checklist can be found at the back of this supplement in the “Forms” section.)
4. Do not open the shrink-wrapped packages in your district overage shipment unless you need to fulfill an STC's request for extra materials. Use the District Security Checklist to indicate the assignment of extra materials to the school as shown below.

5. Store all test materials in a secure location at all times.
6. Keep the original shipping box(es) for returning materials to PEM.

HSAP

DISTRICT SECURITY CHECKLIST

District Name: _____

DTC Name: _____

The District Test Coordinator (DTC) and School Test Coordinator (STC) must initial the "Sign Out" column when the STC receives his or her materials.

When secure materials are packaged for return, the DTC and any other person who assists in the packaging must initial the "Packaged for Return" column(s). Provide an explanation in the comment section for any secure materials that were not received or were not returned to the contractor.

Secure Test Materials:

Security Number	School Name	Sign Out		Packaged for Return	
		STC Initials	DTC Initials		
1001001	Thornton	KT	BD		
1001002	↓	↓	↓		
1001003					
1001004	↓	↓	↓		
1001005	Thornton	KT	BD		

Distributing School Shipments

Prior to receiving their materials, STCs should sign a Test Security Agreement if they do not have one on file at the district office for the current school year. Copies of the form are provided in the district shipment. Security agreements must be maintained in the district office and be provided to the State Department of Education (SDE) if a breach of security occurs.

TRAINING SCHOOL TEST COORDINATORS

You must train the STCs no later than April 12, 2005. You may distribute school materials during the STC training session.

STCs must complete the training of school TAs before testing begins.

When you train the STCs, refer them to the *Test Administration Manual*, which contains all the information necessary for STCs and TAs.

In your training session, emphasize the following topics:

- the testing schedule and make-up schedule;
- the students who will be tested, including special student groups (e.g., limited English proficient students, homebound and home-based instruction students, home school students, suspended students and students with disabilities);
- test security and the procedures described in the *Test Administration Manual* (completion of Test Security Agreements, School Security Checklists and accounting for materials);
- the importance of using systematic procedures for distributing and collecting all test materials to ensure that materials will not be misplaced;
- the procedures for use of testing aids;
- the calculator use policy for mathematics and the requirement to reset all calculators used before and after testing;
- providing appropriate testing environments;
- procedures for handling disruptions during testing; and
- procedures for returning materials to you.

ORDERING ADDITIONAL TEST MATERIALS

Only DTCs may order or receive additional materials from PEM.

1. Place orders **no later than** two days before testing to ensure delivery.
2. Complete all information on the Additional Materials Request Form, which is located in the “Forms” section of this supplement.
3. Fax the form to (877) 309-2416, or phone in your order to (866) 724-4602.
4. You may also enter your additional orders via the SchoolHouse Web site.

RETURNING MATERIALS TO PEM

You are accountable for the prompt return to PEM of ALL secure test materials for your district. This includes both scorable and nonscorable materials.

Instruct your STCs to provide you with copies of their School Security Checklists when they return their test materials to you. You must retain these copies in your district security files.

You will need to arrange for two or three separate pick-ups:

1. Shipment 1, Graduation Express materials, **if applicable**.
2. Shipment 2, scorable test materials.
3. Shipment 3, all secure nonscorable materials.

Shipment 1:

Shipment 1 will contain the used **scorable** ELA and mathematics test booklets for students who are planning to graduate before the beginning of the next school year, as well as all completed School Header Sheets for these test booklets.

- Return Shipment 1 by **April 22, 2005**.
- Count the boxes being returned in Shipment 1, and number them sequentially in the designated area on the **scorable return label** (e.g., Box 1 of 4, Box 2 of 4, etc.).
- Refer to the shipping instructions provided in your district overage box for returning Graduation Express scorable materials to PEM. Graduation Express scorable materials will be picked up by air transportation.

Shipment 2:

Shipment 2 will contain the used **scorable** ELA and mathematics test booklets for all tests given on April 19, 20, and 21 and all make-up tests given on April 22 through April 29, as well as all completed Class Sheets and School Header Sheets for test booklets to be scored.

- Return Shipment 2 by **May 4, 2005**.
- Count the boxes being returned in Shipment 2, and number them sequentially in the designated area on the **scorable return label** (e.g., Box 1 of 4, Box 2 of 4, etc.).
- Refer to the shipping instructions provided in your district overage box for returning scorable materials to PEM. Scorable materials will be picked up by either ground or air transportation.

Shipment 3:

Shipment 3 will contain all **secure** unused test materials that **will not be scored**.

- Return Shipment 3 by **May 6, 2005**.
- Combine your district overage nonscorable boxes with the nonscorable boxes you receive from the schools.
- Count the nonscorable boxes and number them in sequential order in the designated area on the **nonscorable return label** (e.g., Box 1 of 4, Box 2 of 4, etc.).
- Follow the procedures in the district overage box to schedule a ground pick-up.

DISPOSING OF NONSCANABLE, NONSECURE MATERIALS

Do not return any of the materials listed below. Please make arrangements to discard or recycle them.

- *DTC Supplements*
- *Test Administration Manuals* (You may keep these for reference.)
- Graph paper and mathematics Reference Information sheets with no writing on them. (You may keep these for use in the school.)
- Unused labels
- Unused headers

DISTRICT SECURITY CHECKLIST

DTC Name: _____

When secure materials are packaged for return, the DTC and any other person who assists in the packaging must initial the "Packaged for Return" column(s). Provide an explanation in the comment section for any secure materials that were not received or were not returned to the contractor.

[illegible]

Secure Test Materials:

[illegible]

Comments:

Security Statement:

I certify that I followed and that I instructed all persons in my district who have access to secure materials to follow the Test Security Legislation, Regulations, and Procedures and that the secure test materials shown on this Security Checklist have been packaged for return, as outlined in the District Test Coordinator's Supplement and Test Administration Manual.

Date: _____ DTC Signature: _____



Additional Materials Request Form

Only District Test Coordinators (DTCs) may order additional materials from Pearson Educational Measurement (PEM). Place orders at least two business days before the test is scheduled to be administered to ensure delivery. All test materials will be shipped to **district** offices only.

To order additional test materials, transmit this completed form to PEM via toll-free fax to 877-309-2416 or call 866-724-4602.

District Name: _____

School Name: _____

DTC Name: _____

Date: _____ BEDS Codes: _____

Phone #: _____ Fax #: _____

Item Name	Quantity
Test Administration Manual	
Linking Labels (8 per page)	_____ pages
Do Not Score Labels (48 per page)	_____ pages
Class Header	
School Header Sheet	
Graph paper	
Reference Information sheets	
Other (specify)	

Item Name	Mathematics	English
Form A test booklet		
Form A large-print booklet		
Form A loose-leaf booklet		
Form A oral administration script		
Form C regular-print braille test booklet		
Form C regular-print sign language test booklet		
Form C braille booklet		
Form C sign language videotape for ASL		
Form C sign language videotape for PSE		
Form C sign language videotape for SEE		
Form C oral administration script		
Form C audio CD		

DTC Signature: _____

PEM Use Only	
Date Processed: _____	Date Shipped: _____



Optional
Name: _____
District/School: _____
Date: _____
Phone/e-mail: _____

Comment Sheet (Optional)

We welcome your ideas and suggestions for improving the test administration procedures and manuals. If you have comments, please make them on this sheet, remove it from the manual, and return it in your shipment of nonscorable test materials.

RECEIPT AND RETURN OF MATERIALS

TEST ADMINISTRATION DIRECTIONS/MANUALS

Please complete reverse side.

TRAINING RECEIVED

TEST SECURITY/SECURITY CHECKLISTS

CODING ANSWER DOCUMENTS AND USING LABELS

The South Carolina Department of Education does not discriminate on the basis of race, color, national origin, gender or handicap in admission to, treatment in, or employment in its programs and activities. Inquiries regarding the nondiscrimination policies should be made to the Director of Office of Human Resources, 1429 Senate Street, Columbia, SC 29201, (803) 734-8781.